

SIGN IN SHEET

RFP CPO-2010-16	REQUEST FOR PROPOSALS TO CONDUCT AN ASSESSMENT OF THE HAWAII PUBLIC HOUSING AUTHORITY'S COMPLIANCE WITH THE FAIR HOUSING AMENDMENTS ACT OF 1988, THE AMERICANS WITH DISABILITIES ACT (SECTION 504), VIOLENCE AGAINST WOMEN ACT (VAWA) SECTION 515-3, HAWAII REVISED STATUTES, AND RELATED STATE AND FEDERAL LAWS IN ITS FEDERAL AND STATE PUBLIC HOUSING PROGRAMS AND ITS NON-DWELLING FACILITIES
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INSTRUCTIONS

Please fill out this sheet and leave original at the respective office where you picked up your Request for Proposals (RFP) packet. A copy will be made for you. Take the copy with you as it contains important dates, times and information.

Read this packet carefully. If you have any questions, please call Rick Sogawa at (808) 832-6038.

Pre-Proposal Conference:	Wednesday, August 25, 2010 9:00 a.m. – 10:00 a.m. Hawaii Standard Time (HST) HPHA, 1002 N. School Street, Building E Conference Room, Honolulu, HI 96817.
Proposal Submittal Deadline:	Sealed proposals will be received until 4:00 p.m. HST on Wednesday, September 15, 2010 at the HPHA – Central Files, 1002 North School Street, Building D, Honolulu, HI 96817. Electronic mail and facsimile transmissions shall not be accepted.
Notice of Award:	September 2010
Contract Start Date:	October 15, 2010

Date: _____	
Company:	_____
Address:	_____
Phone No.	Cell No.
_____	_____
Fax No.	_____
_____	_____
Email Address:	_____
Contact Person:	_____
_____	_____

Signature of Person Picking Up Packet

REQUIRED ATTACHMENTS:

The following must be submitted with the proposal:

- | | |
|-----------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Certificate of Compliance LIR #27 | <input checked="" type="checkbox"/> DCCA Certificate of Good Standing |
| <input checked="" type="checkbox"/> Wage Certificate | <input checked="" type="checkbox"/> Corporate Resolution (indicating who is authorized to sign bid documents & contracts) |

The following shall be submitted prior to award of contract and no later than October 8, 2010.

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|-----------------------------------------------------------------|---------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Certificate of Insurance(s) | <input checked="" type="checkbox"/> Valid Tax Clearance Certificate |
| <input type="checkbox"/> Other: _____ | |